

Attachment I**COVER PAGE
2007 Refugee Services RFP**

Applicant Agency:	
County/Refugee Service Delivery Area (See Attachment A)	

Respondents are required to number all pages and to organize their application according to the format below. This form serves as a checklist of application contents and facilitates application evaluation/review. This form must be completed and attached to the front of the application as the cover page.

SUBMISSION CHECKLIST (see Section 7.1)

Contents	Description	Page Number	Initials of Agency Staff Verifying Completion
	Submission Checklist (this page)		
Section 1	Application Summary (1 page narrative)		
Section 2	Agency Capabilities		
2.1	<ul style="list-style-type: none">Organizational Description and Structure		
2.2	<ul style="list-style-type: none">Consortium Arrangements		
2.3	<ul style="list-style-type: none">Coordination and Collaboration		
2.4	<ul style="list-style-type: none">Quality Assurance/Monitoring/Reporting		
2.5	<ul style="list-style-type: none">Staffing and Personnel Systems		
2.6	<ul style="list-style-type: none">Need for Services and the Target Population		
Section 3	<ul style="list-style-type: none">Comprehensive Refugee Social Services and Employment Programs		
	<ul style="list-style-type: none">Social Services – case management and supportive services		
	<ul style="list-style-type: none">Social Services Citizenship Assistance		
	<ul style="list-style-type: none">Attachment C: Social Services Case Management & Supportive Services Goals and OutcomesAttachment C1(optional): Mental Health Goals		
	<ul style="list-style-type: none">Social Services Employment and Training Program		

	<ul style="list-style-type: none"> Attachment E: Social Services Employment and Training Service goals and outcomes. 		
Section 4	Grant – Road to Work		
	<ul style="list-style-type: none"> Attachment G: Road to Work Program Goals & Outcomes 		
Section 5	Budget		
	<ul style="list-style-type: none"> Budget Description including local cost share for TAG Road to Work Program 		
	<ul style="list-style-type: none"> Budget Spreadsheet (Attachment H) 		
	<ul style="list-style-type: none"> Letters of Support (from employers, Boards of Directors) 		